**Jacksonville Public Library**
**Checklist for Branch Closing**
**11/3/2004**

| | Task | Responsible Party | Started | Completed | Notes |
|---|---|---|---|---|---|
| **As far ahead as possible** | | | | | |
| | | | | | |
| | Identify a project manager for the closing | Administrative Supervisor | | | Current branch manager should coordinate |
| | Initial organizational meeting of closing team (with reps from closing branch, nearest alternate service location, Administration, Public Relations, Delivery Department, Tech Services, Automation, et al.) | Project Manager | | | Set timeline, inventory schedule, storage plans |
| | Alert all staff to most likely closing date | Project Manager | | | |
| | Consider staff reassignments (vacancies, post-inventory tasks, collection development activities, etc.) | Administrative Supervisor | | | |
| | Plan for alternative library service | Administrative Supervisor | | | Bookmobile, nearby branch |
| | Surplus furniture and equipment | Branch Manager | | | Find out when surplus yard closes for sale |
| | Establish weeding team | Project Manager | | | |
| | | | | | |
| **Six weeks ahead** | | | | | |
| | | | | | |
| | Set firm date and inform all staff | Project Manager | | | Inform staff of library system |
| | | | | | |

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| Six weeks ahead (cont.) | Task | Responsible party | Started | Completed | Notes |
|---|---|---|---|---|---|
| | Notify Governing Body | Public Relations | | | |
| | Put notice on website | Webmaster | | | |
| | Finalize arrangements for alternative service | Administrative Supervisor | | | |
| | Finalize arrangements for staff reassignments | Administrative Supervisor | | | |
| | Notify Computer Department of approximate date for removal of computer equipment | Project Manager | | | |
| | Notify Alarm Company of tentative date to remove security system | Facilities Manager | | | |
| | Notify Communications of tentative date to remove telephone/key system and set up telephone message referring customers to Centralized Telephone Reference | Facilities Manager | | | |
| | Make arrangements, get purchase order to remove security gates | Facilities Manager | | | |
| | Notify Logistics Manager of tentative date for removal of copiers | Logistics Manager | | | |
| | Cancel or change address on periodicals and subscriptions | Administrative Supervisor | | | |
| | Discontinue ordering materials and arrange for interim book ordering | Branch Manager | | | |
| | | | | | |

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| | Task | Responsible party | Started | Completed | |
|---|---|---|---|---|---|
| **Six weeks ahead (cont.)** | Weeding team begins work | Project Manager | | | |
| | Begin clearing out closets, cabinets, storage areas, etc. and discarding no longer useful materials | Branch Manager | | | "If it's not worth moving, don't keep it!" |
| | Begin soliciting staff volunteers | Administrative Supervisor | | | |
| | | | | | |
| **During last month open** | | | | | |
| | Publicize exact date of closing and alternative service options to customers (signs, flyers, banner or sign cover, etc.) | Public Relations/Facilities manager | | | |
| | Change branch telephone answering message to announce closing | Branch Manager | | | |
| | Closing team establishes schedule of work for volunteers | Project Manager | | | |
| | Continue clearing out and throwing away | Branch Staff | | | |
| | Talk to reserves/holds customers about alternate pickup location | Branch Staff | | | |
| | Continue surplusing and discarding | Branch Staff | | | |
| | Weeding continues in earnest | Branch Staff | | | |
| | Collect moving supplies (boxes, tape, markers, etc.) | Branch Staff | | | |
| | Notify "freebie" distributors of closing | Public Relations | | | |

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|---|---|---|---|---|---|
| **During last month open (cont.)** | Notify bottled water, drink machine, etc. vendors of stop service date | System Supply Supervisor | | | |
| | Notify Bus Company to discontinue supplying bus schedules and pick up schedule rack | Public Relations | | | |
| | Remove closing branch as pickup option for reserves/holds placed online by customers | Computer Department | | | |
| | Begin contacting customers with outstanding reserves/holds about alternate pickup location | Branch Staff | | | |
| | Discontinue deliveries of new books | Technical Services/Delivery Department | | | |
| | Notify cleaning crew that cleaning will be needed even after building is closed to public | Branch Manager | | | |
| | Notify Business Office concerning removal of dumpster | Administrative Supervisor | | | |
| | | | | | |
| **During last week open** | Send reminder to other units concerning how to handle closing branch's returned materials, reserves/holds, etc. | Branch Manager | | | |
| | Confirm with cleaning crew to continue cleaning through last date staff will be working | Branch Manager | | | |

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| | Task | Responsible Party | Started | Completed | Notes |
|---|---|---|---|---|---|
| **During last week open (cont.)** | Confirm phone equipment removal date | Facilities Manager | | | |
| | Confirm copier pick up date | Logistics Manager | | | |
| | Notify Armored Car Company about last date service needed | Administrative Supervisor | | | |
| | Deliver change of address card to Post Office | Branch Manager | | | |
| | Weeding continues | Branch Staff | | | |
| | New holds input at branch must be assigned alternate pick up location. | Branch Staff | | | |
| | | | | | |
| **Last day** | | | | | |
| | Turn off send item list, reserves/holds, etc. | Computer Department | | | |
| | Change messages in Central Telephone Reference | Main Library Supervisor | | | |
| | Discontinue returned materials and reserves/holds deliveries to the branch | Delivery Department through Logistics Manager | | | |
| | Hang banner/signs about closing | Facilities Manager | | | |
| | | | | | |
| **First week closed** | Final weeding (paperbacks & other uncataloged items, recent returns, etc.) | Branch Staff | | | |
| | Final surplusing | Branch Staff | | | |
| | Call customers with unclaimed reserves/holds (early in week) | Branch Staff | | | |

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|---|---|---|---|---|---|
| **First week closed (cont.)** | Clear holds on all remaining unclaimed reserves/holds (late in week) | Branch Staff | | | |
| | Change all remaining express items to regular circulating status | Branch Staff | | | |
| | Prepare final financial report | Branch Manager | | | |
| | Send petty cash to Library Office | Branch Manager | | | |
| | Remove safe | Facilities Manager | | | |
| | After last Armored Car Service pick up, send remaining deposit supplies to Supply | Branch Staff | | | |
| | Pack, send elsewhere and/or dispose of supplies, desk materials, small equipment, and personal items that are no longer needed. | Branch Staff | | | |
| | Notify library system where staff is going, where to route returns, reserves/holds, etc. | Administrative Supervisor | | | |
| | Work with Delivery Department staff to arrange appropriate pickup schedule | Logistics Manager | | | |
| | PR picks up remaining publicity material | Public Relations | | | |
| | | | | | **Notes** |
| **Second week closed** | | | | | |
| | Inventory | Project Manager | | | |
| | Remove copier(s) | Logistics Manager | | | |
| | | | | | |

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| | Task | Responsible Party | Started | Completed | Notes | |
|---|---|---|---|---|---|---|
| **Second week closed (cont.)** | Close book drop when construction fence goes up | Branch Staff | | | | |
| | Notify PR when construction fence goes up | Administrative Supervisor | | | | |
| | Remove all items/materials which will not be packed or stored | Delivery Department | | | | |
| | | | | | | |
| **Third week closed** | | | | | | |
| | Remove telephone system | Facilities Manager | | | | |
| | Remove computers and ancillary equipment | Computer Department | | | | |
| | Change telephone number with telephone company to ring directly through to Central Telephone Reference | Facilities Manager | | | | |
| | Remove book anti-theft system | Facilities Manager | | | | |
| | Removal of dumpster | Logistics Supervisor | | | | |
| | Movers come | Facilities Manager | | | | |
| | Contractor takes possession of building | Facilities Manager | | | | |
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